

Information Services Board Meeting Minutes

Department of Information Services Boardroom, The Forum Building
Olympia, Washington
October 20, 1999

Members Present:

Charlie Baum
Emilio Cantu
Steve Kolodney
Renee Radcliff
Marsha Tadano Long

By teleconference:

Jayasri Guha
Earl Heister
Ed Lazowska

Others Present:

Paul Taylor

Members Absent:

Lisa Brown	Tom Fitzsimmons
Joe Dear	Mary McQueen
William Finkbeiner	Cathy Wolfe

Call to Order

Mr. Paul Taylor, Information Services Board (ISB)
Chief of Staff called the meeting to order.

Roll Call

Sufficient members were present to constitute a
quorum.

Approval of Minutes

No minutes were submitted for approval.

**The Department of General
Administration's Solicitation
of Optional Use Purchased
and Personal Services**

Mr. Andy Marcelia, Senior Technology Management
Consultant, Department of Information Services
(DIS), introduced Ms. Marsha Tadano Long, Director
Department of General Administration (GA) to
present a proposal for the acquisition of optional use
information technology purchased and personal
services. GA conducted a joint solicitation to make
competitively acquired services available to 16
agencies and local entities.

Ms. Tadano Long said the Request for Qualification
and Quotes (RFQQ) being proposed offers an
innovative approach to procurement that prequalifies
vendors, monitors the scope and use of the contracts
and will result in economies and efficiencies for state
government and political subdivisions. She
introduced Mr. Bill Joplin, Contracts Manager, and
Ms. Pat Kohler, Assistant Director for the Office of
State Procurement, GA, to explain the solicitation.

Mr. Joplin said there were two phases to the
acquisition. First, qualifying the vendors and getting
a signed contract, and second, having the agencies
determine what work they wanted done by the
vendors and preparing a statement of work with
schedules, costs, and deliverables. A maximum cost

would be identified, but vendors could bid lower to get the work.

GA will periodically review the pool of vendors available and re-open the solicitation to give new vendors an opportunity to compete.

Mr. Steve Kolodney, DIS Director, asked if a participating agency could decide to do its own acquisition. Mr. Joplin said its method is one tool for acquiring IT services and there would be situations that would require different approaches. Ms. Long agreed, saying GA's service was an optional use contract.

Ms. Jayshari Guha, Weyerhaeuser Company, asked about the process in place to monitor the performance of the vendors once work began. Mr. Joplin said GA will provide the agency with a report card to score the performance of that particular vendor and GA will keep the completed report cards in the vendor's central file.

Board members reminded GA of difficulties with the administration of optional use contracts by other public entities in the past. They received assurances from GA that it had appropriate mechanisms in place, and would commit sufficient resources, to ensure proper administration of, and accountability for, the contracts resulting from this RFQQ.

Mr. Earl Heister, Pacific Northwest National Laboratory, requested that GA identify a set of objectives it expects to attain and report back to the Board on the success of the process. Senator Emilio Cantu asked GA to document information that can be used to determine if objectives have been met and benefits attained from the agencies that are using the contracts. GA agreed to provide the Board with quarterly reports on the use of the contracts.

A motion was made for the Board to accept the proposal for the optional use contract for information technology purchased and personal services.

The motion carried unanimously.

New Business

None.

Adjournment

The meeting was adjourned.